POSITION: Team Leader   DEADLINE TO APPLY: July 12, 2006

CLASSIFICATION: JFS Manager 1 - Client Services
DEPARTMENT: Job and Family Services
LOCATION: 222 E. Central Parkway
                Cincinnati, OH 45202
WORK HOURS: 80 Biweekly
FLSA STATUS: Salaried/Exempt
SALARY: $42,619 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Bachelor's degree plus three (3) years of experience in client services case load work; or equivalent.

Listed below is a brief summary of the JOB DUTIES:

Leads and evaluates team of workers carrying OWF, FS, and/or various Medicaid type caseloads/applications. Coordinates and defines the team structure and customer service objectives by monitoring linkages between casework disciplines and by networking team members. Facilitates team issues. Provides growth opportunities for team members. Evaluates team and individual performance. Initiates corrective active. Monitors team work assignments. Reviews, analyzes, and prepares reports on the effectiveness of plans and services provided. Writes, completes and prepares correspondence, reports, forms and maintains required records, unit statistics, and files for monitoring and evaluating case plans, services, and team effectiveness. Performs other related duties and attends necessary training as required.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

        Hamilton County Personnel Department
        County Administration Building
        138 East Court Street, Room 707
        Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377
APPLY ON-LINE AT: http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp